

# Request to Defer Payment

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
  - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Request to Defer Payment**.
  - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
  - ☐ Click **Next**.
- STEP 6.** A free text box regarding the applicable fee displays.
- ☐ Enter the Deferred Filing Fee Amount.
  - ☐ Click **Next**.
- STEP 7.** **Select the category to which your event relates** screen displays.
- ☐ Select the category to which the event relates.
  - ☐ Click **Browse** to select the appropriate PDF to attach.
  - ☐ Click **Next**.
- STEP 8.** Select the appropriate event(s) to which your event relates screen displays.

☐ Mark ☒ the box that corresponds to the Motion that the fee would be deferred on.

☐ Click **Next**.

**STEP 9.** The **Docket Text: Modify as Appropriate** screen displays.

☐ Use the drop down list to select any extra information that may be required to complete the docket text or leave blank.

☐ Click **Next**.

**STEP 10.** The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.

**STEP 11.** The **Notice of Electronic Filing** screen displays.